

College of Agricultural & Environmental Sciences Student Appeals Process Tarleton State University

All policies are in accordance to the student grievance and appeals process for the university
<https://www.tarleton.edu/studentrules/student-grievance.html>

Academic Appeals

A student may appeal academic matters, including course grades, instructors' decisions on make-up work, or actions an instructor takes as a result of suspected academic honesty violations. Student academic appeals are handled according to the following guidelines:

1. Each department has its own policy for dealing with students' academic grievances, which does not contradict the university's policy, and outlines the procedure to appeal the decision of a faculty member to the department head. The policy for each department is in writing and is available to students in the departmental office, and included on pages 2-4 of this document.
2. If departmental grievance procedures fail to satisfy a student, he or she may appeal to the Dean of the college to which the concerned department belongs. College-level appeals may be assigned by the Dean to an Associate Dean or an appointed committee, as appropriate.
3. A student who is not satisfied by the outcome of his or her appeal at the college level may then appeal to the Provost and Vice President for Academic Affairs, who may decide that the matter requires no further review, may render a decision upon review, or may appoint a five-member committee to consider the appeal. The chair of the committee shall be a faculty member from outside the involved department. The remainder of the committee shall consist of two faculty members and two students. After hearing both sides of the grievance, the committee shall render an opinion to the Provost and Vice President for Academic Affairs, who shall render final judgment. The details of this process can be found [here](#).

Non-Academic Appeals

There are other types of student grievances and appeals that are not related to academics. These concerns should be reported or referred to the appropriate office below:

- Disciplinary Appeals are handled per the [Code of Student Conduct](#), Sections 10.2-10.8.
- Title IX incidents including sexual harassment, sexual assault, or sexual misconduct must be reported in a formal complaint. See the [Title IX website](#) for details.
- Hazing incidents must be reported through the [online hazing incident form](#).
- Parking citations should be appealed through the [online parking portal](#).
- Any general grievances that cannot be addressed in the above scenarios should be addressed to the Dean of Students in the [online Student Complaint Form](#).

Student Academic Appeal Procedure

Department of Agricultural & Consumer Sciences

(Based on Tarleton State University Catalog)

Student academic appeals in the Department of Agricultural and Consumer Sciences are handled according to the following guidelines.

1. A student who wishes to appeal a decision of a faculty member or staff member of a department should ask for a review by that person within 60 days of the originating event. The person is expected to give the student a response within 30 days. If the person is unavailable, if a response is not made within 30 days, or if the student is unsatisfied with the response, then the student should inform the department head of the appeal. For an appeal of a course grade the originating event shall be considered to be the posting of the grade to the university record.
2. A student wishing to appeal a decision to the department head must do so within 120 days of the originating event.
 - a. The student should arrange an appointment with the department head to discuss the appeal.
 - b. The student should bring to this meeting a written description of the specific nature of the appeal.
 - c. The department head, at his discretion, may privately discuss the appeal with the instructor concerned.
 - d. Meritorious cases may next be discussed in a joint conference of the department head, instructor, and student in an attempt to reach a mutually acceptable resolution.
3. A student who is unsatisfied with the outcome of the departmental grievance process may appeal to the dean of the college. This must be within 30 days of the notification of the departmental decision. The dean will review the appeal and render a decision. The dean may require that the appeal be in writing.
4. A student unsatisfied with the decision of the dean may appeal in writing to the Provost and Vice President for Academic Affairs within 30 days of notification of the decision of the college. The Vice President for Academic Affairs may decide that no further review is justified, may render a decision upon review, or may appoint a five-member committee to consider the appeal. The committee will consist of a faculty member from outside the involved department as chair, two other faculty members, and two student members. After hearing both sides of the grievance, the committee shall render an opinion to the Vice President for Academic Affairs, who shall render the final judgment.

Student Academic Appeal Procedure

Department of Animal Science & Veterinary Technology

(Based on Tarleton State University Catalog)

Student academic appeals in the Department of Animal Science & Veterinary Technology are handled according to the following guidelines.

1. A student who wishes to appeal a decision of a faculty member or staff member of a department should ask for a review by that person within 60 days of the originating event. The person is expected to give the student a response within 30 days. If the person is unavailable, if a response is not made within 30 days, or if the student is unsatisfied with the response, then the student should inform the department head of the appeal. For an appeal of a course grade the originating event shall be considered to be the posting of the grade to the university record.
2. A student wishing to appeal a decision to the department head must do so within 120 days of the originating event.
 - a. The student should arrange an appointment with the department head to discuss the appeal.
 - b. The student should bring to this meeting a written description of the specific nature of the appeal.
 - c. The department head, at his discretion, may privately discuss the appeal with the instructor concerned.
 - d. Meritorious cases may next be discussed in a joint conference of the department head, instructor, and student in an attempt to reach a mutually acceptable resolution.
3. A student who is unsatisfied with the outcome of the departmental grievance process may appeal to the dean of the college. This must be within 30 days of the notification of the departmental decision. The dean will review the appeal and render a decision. The dean may require that the appeal be in writing.
4. A student unsatisfied with the decision of the dean may appeal in writing to the Provost and Vice President for Academic Affairs within 30 days of notification of the decision of the college. The Vice President for Academic Affairs may decide that no further review is justified, may render a decision upon review, or may appoint a five-member committee to consider the appeal. The committee will consist of a faculty member from outside the involved department as chair, two other faculty members, and two student members. After hearing both sides of the grievance, the committee shall render an opinion to the Vice President for Academic Affairs, who shall render the final judgment.

Student Academic Appeals Procedure

Department of Wildlife, Sustainability, and Ecosystem Sciences

(Based on Tarleton State University Catalog)

Appeals must be initiated within one calendar month after grades are posted. Appeals must follow the order listed below.

1. A student who wishes to appeal a decision of a faculty member should ask for a review by that person within 60 days of the originating event. The person is expected to give the student a response within 30 days. If the person is unavailable or a response is not issued within 30 days, and/or if the student is unsatisfied with the response then the student should inform the department head of the appeal.
2. A student wishing to appeal a decision must appeal directly to the department head within 120 days of the originating event. Any appeals to the department head must be in writing to be reviewed.
3. A student who is unsatisfied with the outcome of the departmental appeal may appeal to the dean of the College of Agricultural and Environmental Sciences. This must be within 30 days of the notification of the departmental decision. The dean will review the appeal and render a decision.
4. A student unsatisfied with the decision of the dean, may appeal in writing to the Provost & Vice President of Academic Affairs within 30 days of notification of the decision of the college. The Vice President for Academic Affairs may decide that no further review is justified, may render a decision upon review or may appoint a five-member committee to consider the appeal. The committee will consist of a faculty member from outside the involved department as chair, two other faculty members and two student members. After hearing both sides of the grievance, the committee shall render an opinion to the Vice President for Academic Affairs, who shall render the final judgment.